



Housing & Community Living Department

Housing Landlord Service

Fire Action Advice for Flats

May we take this opportunity to remind you of the actions to take in the event of a fire.

**CHECK YOUR SMOKE ALARMS REGULARLY, REPORT ANY FAULTS IMMEDIATELY
TO HOUSING REPAIRS ON FREEPHONE 0800 0147333**

- We have a "STAY PUT" policy agreed with the Fire Service. This means that unless the fire is in your flat you should stay in the flat. If there is a need to evacuate the Fire service will supervise this.
- If you discover a fire raise the alarm immediately by telephoning 999 and ask for the Fire Service.
- If the fire is in your flat, then get out immediately taking all other occupants with you, then telephone 999.
- Close all doors and windows on the way out if safe to do so.
- Do not use lifts.
- If a smoke alarm goes off and there is not a fire in your flat, don't open any doors that feel warm, get everybody in one room and close the door. Telephone 999.
- If possible seal the bottom of the door with wet towels, bedding etc.
- If you are near the window open it to get air and to let emergency services see you.

Things to check at night before you go to bed

- Close all internal doors to stop a fire from spreading
- Switch off electrical heaters, blankets, TVs etc. and other items that do not need to run all night.
- Put out cigarettes and any candles safely.
- Make sure exits are clear
- Keep door and window keys where everybody can find them